

Expense Report

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Expense Report for Training Costs

Training Details

Training Title: [Insert Training Title]

Date of Training: [Insert Date of Training]

Training Provider: [Insert Provider Name]

Expense Breakdown

Description	Amount
Registration Fee	[\$[Insert Amount]]
Travel Expenses	[\$[Insert Amount]]
Accommodation	[\$[Insert Amount]]
Meals	[\$[Insert Amount]]
Total Expenses	[\$[Insert Total Amount]]

Attachments

Please find attached the receipts and relevant documents for the above expenses.

Conclusion

I hope to receive reimbursement for these expenses at your earliest convenience. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]